



DEPARTMENT OF HEALTH CARE SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF HEALTH CARE SERVICES	RELEASE DATE:	Tuesday, November 2, 2010
POSITION TITLE:	Deputy Director, Administration Division	FINAL FILING DATE:	Tuesday, November 23, 2010
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,018.00 - \$ 9,939.00 / Month	BULLETIN ID:	10142010_1

POSITION DESCRIPTION

Under the general direction of the Director and Chief Deputy Director, the Deputy Director, Administration Division plans, organizes, and directs the administrative support for Departmental programs. The Deputy Director manages a staff of employees engaged in various administrative and program support activities including, but not limited to: human resources, program support, budgets, financial planning, accounting, labor relations, succession planning, and training services to enable Departmental staff to provide health services to all Californians. The Deputy Director acts as key spokesperson for the Department on administrative matters before the Legislature, federal and state agencies, and other public and private entities. The Deputy Director advises and consults with the Director concerning issues of significant budgetary and resource impact of new or revised legislation. The Deputy Director is responsible for negotiating sensitive and/or urgent contracts and interagency agreements. The Deputy Director develops, directs, and implements major departmental policies and procedures adopted by the Director's Office for effective and expeditious delivery of administrative services (human resources, business services, contract management, financial management, facilities management, etc.) to the Department's operation, across program lines, to increase efficiency and effectiveness of program operations and orchestrate departmental reorganizations. The Deputy Director directs the preparation of the departmental budget. The Deputy Director also serves as the Department's representative on various task forces and committees, providing consultation regarding interdepartmental policies.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had

permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Demonstrated ability to deal effectively with a variety of individuals and organizations, and other state and local governments.
- Working knowledge of the California legislative and budgetary processes necessary for effective program implementation.
- Working knowledge of California state administrative procedures.
- Demonstrated ability to work with the State control agencies, Legislature, and other governmental entities.
- Knowledge of the fundamentals of accounting, budgeting, and fiscal reporting.
- Knowledge of the State Civil Service system, employee/employer relations, employee development, grievance process and equal employment opportunity programs.
- Demonstrated management experience over a large diverse staff.
- Knowledge of sound organizational planning.

DESIRABLE CHARACTERISTICS

Creativity and Innovation – Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

Vision - Understands the context and mission of the Department both internal and external. Has an awareness of the Department's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

Teamwork - Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

Communication – Has a clear expression of ideas, thoughts and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

Staff Development - Recognizes that people are the Department's most valuable resource. Can identify and define needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our management team understands and is sensitive to the diversity of the people we serve. The composition of our management team should also reflect diversity.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Administration Division**, with the **DEPARTMENT OF HEALTH CARE SERVICES**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of a Supplemental Application. Applicants are required to respond to the following six supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrate ability to successfully perform at the CEA 4 level. Responses to the supplemental items will be assessed based on pre-determined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that's required under the minimum qualifications.

Each applicant for this examination must complete and submit his/her responses to all six supplemental items that follow. Supplemental responses and your application must be postmarked, personally delivered, or received via interoffice mail by the final filing date. Applications received without responses to the supplemental items will be rejected.

When responding to the supplemental items, applicants must follow these guidelines:

- * Your responses must be typewritten or generated by word processing on 8 1/2" x 11" paper, using no smaller than a 12 point font.
- * Your responses must be limited to one page per item.
- * Identify each page with your full name.
- * Make sure your responses are complete, specific, clear, and concise.
- * Answer each numbered item separately indicating the corresponding item number for each response.

SUPPLEMENTAL APPLICATION ITEMS:

1. Describe your knowledge and understanding of the role, responsibilities, and current issues of administrative services.
2. Describe your ability to gain the confidence and support of executive management, advise on a

wide range of administrative matters, analyze policy issues, and provide effective solutions.

3. Describe your knowledge and abilities in working with the California legislative and budgetary processes necessary for effective program implementation.

4. Describe your ability to work with State control agencies, Legislature, and other governmental entities.

5. Describe your knowledge of the fundamentals of accounting, budgeting, fiscal reporting, and state administrative procedures.

6. Describe your ability, including leadership techniques, for organizing and motivating groups and/or employees, directing the work of multidisciplinary professional and administrative staff, and dealing effectively with a variety of individuals, organizations, and state agencies.

FILING INSTRUCTIONS

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted. Application packages must include two copies of the items listed below.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- Responses to the Supplemental Items listed above.

Applications must be submitted by the final filing date to:

DEPARTMENT OF HEALTH CARE SERVICES, Human Resources Branch
P.O. Box 997411 M.S. 1301, Sacramento, CA 95899-7411
Tara Jackson | (916) 552-8345 | tara.jackson@dhcs.ca.gov

ADDITIONAL INFORMATION

Application packages may also be hand-delivered to Department of Health Care Services, Human Resources Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA.

Questions regarding the examination process should be directed to Tara Jackson at tara.jackson@dhcs.ca.gov or at (916) 552-8345.

Questions regarding the position should be directed to Arleen Jacoway at arleen.jacoway@dhcs.ca.gov or at (916) 440-7408.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF HEALTH CARE SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>